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8 September 1954

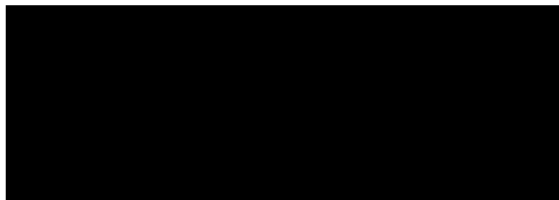
MEMORANDUM FOR: Chief, Classification and Wage Division

SUBJECT: Position Description, Position Number Q 471,
Office of the Chief, Processing & Records
Division

1. Attached herewith is a position description outlining the duties currently being performed by the incumbent of position # Q 471, Office of the Chief, PRD. This position presently is classified as a Clerk-Typist, GS-0322.01-04.

2. It appears from the description of the duties being performed that the title should be changed from that of Clerk-Typist to that of either Cable Analyst or Clerk (Typing). It would further appear that the responsibilities indicated should justify a GS-5, since this function affects the entire Office of Personnel rather than just the Processing and Records Division.

3. Your prompt attention would be greatly appreciated.



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Chief, Processing and Records Division

Attachment
(Noted in Par. 1)

#825
9-9-54
JH

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